



2024 Captain’s Island Initial Site Meeting Request Form

The Architect and Landscape Architect are both required to be present for the site meeting.

Please complete the following:

Meeting Date: ___/___/___

Property Address: _____ Parcel/Block/Lot#: _____

— **Owner:** _____
Telephone: _____
Email: _____

— **Architect/Residential Designer:** _____
Telephone: _____
Email: _____

— **Builder:** _____ Approved Builder
Telephone: _____
Email: _____

— **Landscape Architect:** _____
Telephone: _____
Email: _____

Describe Significant Site Features and any Variance Requests:

Checklist for Initial Site Meeting

At least 3 Days prior to the site meeting the required materials must be emailed to the ARB Administrator in PDF format.

The initial site meeting has several objectives:

- To clarify any applicable restrictions such as: setbacks, OCRM, critical lines, easements, grading concepts, height restrictions and lot coverage, and identification and protection of distinctive trees, buffers, and significant natural characteristics of the site, etc.
- To clarify ARB procedures.
- To examine the location and general appearance of neighboring residences so as to discuss and review their impact on the site design and development



Required Materials for the Site Meeting

Tree and Topographic Survey:

One (1) set at 11" x 17", prepared and sealed by a surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Initial Site Meeting, and prepared at a scale of 1/8" = 1' or 1/10" = 1', showing:

- Property lines, all easements, setbacks, protected buffers, critical lines, etc...
- Location of adjacent residences, driveways, and walkways
- Utility locations
- Base Flood Elevation
- All existing site features including topography at 1-foot (1'-0") intervals
- OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal. Certifications shall meet current OCRM criteria
- Location of all trees in excess of six inches (6") in diameter as measures four and one-half feet (4'-6") above the ground
- Location of any grand trees (24" in diameter or greater) as measured four and one-half feet (4'-6") above the ground
- Location of any diseased or damaged trees
- Any other significant site features

Site Analysis Drawing:

Existing site conditions and characteristics drawn on the Tree and Topographic Survey, to include:

- Existing drainage patterns
- View corridors
- Outline of the buildable area as defined by natural features including but not limited to topography, calculated tree protection zone for grand trees, tree canopies, setbacks, easements, regulatory requirements, etc.

Proposed Site Development Plan:

Proposed development drawn on the Tree and Topographic Survey, to include:

- Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
- Proposed drainage patterns

By signing my name below, I certify that I have read the above information, any questions concerning these policies have been discussed. My signature also certifies my understanding of, and agreement with the above policies:

Application/Homeowner's Signature	Date

If you have any questions, please contact the ARB at (843) 971-4403 or the POA main line at (843) 971-9200.

Daniel Island ARB Administrator: **Carson Jackson** carson.jackson@dcommunity.org